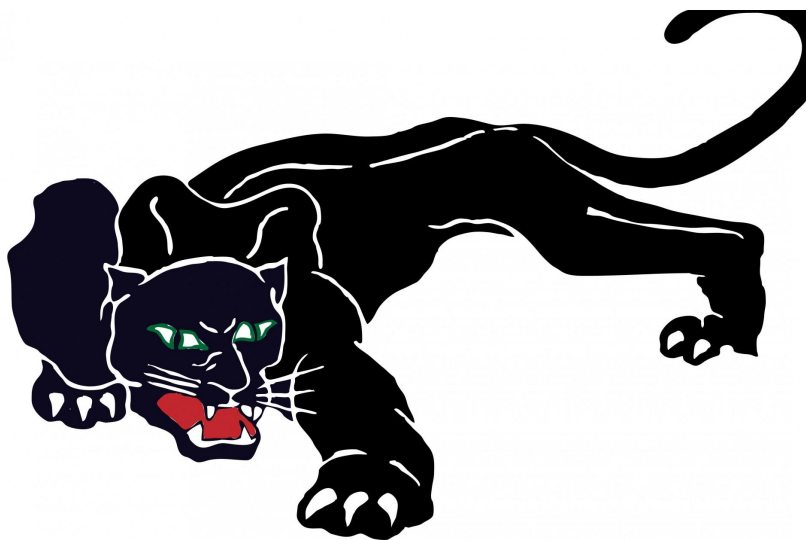


# Kenyon Woods Middle School Student Handbook



Welcome to  
Kenyon Woods Middle School

This handbook is provided to be a resource to you as you navigate your way through the school year. It is filled with directions, policies and procedures. If you have any questions regarding life at KWMS, please feel free to ask any teacher or administrator.

Vision Statement

We empower each other to "DREAM BIG" by building a learning culture for all.

Mission Statement

At Kenyon Woods Middle School...

**We will** provide a rigorous curriculum and equitable opportunities addressing both academic and social emotional learning.

**We will** establish high student expectations and deliver quality instruction through different modalities that serve our diverse culture.

**We will** encourage our community to **Respect Others** and **Act Responsibly** (ROAR) by being honest, embracing our diversity and empowering each other to become lifelong learners.

# **STUDENT RIGHTS AND RESPONSIBILITIES**

Each student will be responsible for the following:

- To read and become familiar with all student conduct rules
- To attend school daily, prepare for class and complete class and homework assignments to the best of his/her ability
- To know and follow school rules and instructions given by the school principal, teachers and other staff
- To tell school staff about any dangerous behavior or bullying that occurs at school, or the way to and from school, or in the school community
- To bring to school only those materials that are allowed
- To treat everyone in the school community with respect
- To respect school property, community property and the property of others

Students have the following rights as they pertain to addressing student conduct:

- To be safe at school
- To be treated fairly, courteously and respectfully
- To bring complaints or concerns to the school Principal or staff for resolution
- To tell his or her side of the story before receiving a consequence for a student conduct infraction

## **Kenyon Woods Middle School Attendance**

### **Attendance Policy**

Absence from school is excused for illness, funerals, and family emergencies. Dental and routine doctor appointments should be arranged during non--school hours and vacation days whenever possible. If it is absolutely necessary to schedule an appointment during school hours the student must present an appointment card or doctor's note upon returning to school.

All work missed due to an absence for any reason must be made up. The student must take the initiative to contact the teacher for the missed assignments and return the completed work within the limit set by the teacher. Assignments for absences of three (3) or more days may be obtained through the Attendance Office at the request of the parent or guardian. In those cases when the student knows he/she will be absent from school before the day of absence he/she should report this information to the Attendance Office. A note from his/her parents should also be submitted at this time. ***Vacations are not considered excused absences.***

## Truancy

Truancy is being absent without permission from any scheduled class or activity to which a student has been assigned. The first offense may result in a Dean's Detention. Additional offenses will result in In and may result in a referral to the county truant officer for additional action. Class work missed during the truancy may not be made up.

## Tardiness to School

Classes begin at 9:00 a.m. Students should plan to arrive by 8:50 a.m. to give themselves sufficient time to prepare for their first class.

***Students who arrive late for school must report immediately to the Attendance Office. Parent verification of the tardiness must be received at that time.***

Parents will be contacted when a student has accumulated five tardies to school. Results of parental contact may be a conference, after school detention, ISI or any other action deemed necessary to resolve the situation.

## Tardiness to Classes

KWMS uses this policy to track tardies to class. You are considered tardy to class if you are not in the classroom by the time the bell rings. "In the Door in 4".

Individual classroom teachers will track individual tardies to class and follow this policy.

Tardy Count per Semester	Student Intervention	Teacher Responsibility	Admin Responsibility
1	Verbal Reminder	IC	
2	Individual Conversation	Private Conversation/ Problem solving IC	
3	Teacher Call Email Home	Inform student of 3rd tardy Teacher Contact IC and PLP	

4	Teacher Review of Policy - Review Next Step	Teacher Review of Policy - Review Next Step and PLP	
5	Lunch Detention/(Alt Lunch)	IC ODR	Lunch Detention Office Managed
6	AP Student Meeting	IC ODR	AP meets with Student

Tardy Count per Semester	Student Intervention	Teacher Responsibility	Admin Responsibility
7	Teacher Referral	Teacher Referral	ODR/ 3x ALT Lunch
8	Loss of Privileges - No Passes - No Games - No Clubs	Teacher Writes a Referral	Admin Student Meeting  Enforce LOP
9	Teacher Referral	Teacher Writes a Referral	Dean's Detention After School

Administration will track the cumulative tardies and follow this policy.

Tardy Number	Response
10	AP Student Meeting/ Lunch Detention
15	AP/Parent/Student Meeting (Or Call) Dean's Detention Escalation to Tier 2

The policy will be followed and upheld over each semester period of time. In order to prevent tardiness to classes, students are encouraged to take all materials for their morning classes with them at the beginning of the day and all materials for their afternoon classes after lunch.

## **Pass Policy**

Students are not to be in the halls during class periods without a pass from a teacher or supervisor.

## **Attendance Before and After School Hours**

The formal school day hours are from 9:00 a.m. to 3:28 p.m. Students should not arrive at school prior to 8:30 a.m. Students who enter the building after 8:30 a.m. and 8:50 a.m. must sit in the commons area until the 8:50 bell. Students may not be in any other part of the building unless they have an appointment with a teacher **and** a hall pass. After school, students are to report to the gym or the commons to wait until their bus arrives. Students who are being picked up by their parents should exit through the main entrance. Parents should be in the designated area of the parking lot to pick up students by 3:28 p.m.

## **Special Activity for Perfect Attendance**

The administration and staff at Kenyon Woods feel strongly that perfect attendance contributes to success for students, and therefore, deserves recognition. Perfect attendance is defined as attending all classes each day until the day of the activity. Request for the following exceptions should be made in writing and pre-- arranged with the Attendance Office:

1. Recognized specific religious holidays.
2. Funeral of an immediate family member.
3. School sanctioned field trip.

## **Kenyon Woods Dress for Success Policy**

Students can choose clothing that makes them feel comfortable and safe, as long as it complies with the following guidelines:

1. Does not depict any violence, hatred, drugs, alcohol, gang affiliation, profanity, phobic language or cruelty of any kind
2. Covers all appropriate areas at all times. Appropriate areas include: stomach, chest and sides (both male and female) and butt/pelvic/upper thigh areas.

3. Items such as tank tops, sleeveless shirts, any type of shorts, coats, jackets, etc. are all allowed provided they adhere to #2 of this Section. (Low backs are not a problem)
4. Jewelry is allowed, unless it becomes a safety concern.
5. Hats, hoods, and other types of head coverings are not allowed unless required for religious or medical purposes.
6. Footwear must be worn for health reasons (cannot go shoeless)

**Students Have The Responsibility To:**

- Wear appropriate clothing that follows these new guidelines
- Treat all staff with respect and dignity (i.e. share your opinions respectfully)
- Be open and straightforward; respectfully ask for a private meeting if they feel they are being treated unfairly

**Students Have The Right To:**

- Be given the reason for the dress code infraction
- Have options as to what to do to comply with the rules (call home, change into PE clothes or clothes in their possession/locker/Deans' Office clothing)
- Talk to an outside source about the issue, such as Guidance, another Dean, an administrator, or a teacher
- Be treated with respect and dignity
- Advocate for themselves without concern for consequences

***IDs are part of the dress code and must be worn at all times in the building***

If a student forgets their ID for the day, the student should let their teacher know to put the sign on their door. The DA will walk around during first period to issue temporary ID's to the students who have forgotten them.

If a student forgets their ID twice in a week they will receive an ODR and be assigned one Alternative Lunch day. If a student loses their ID, they will be given a new ID, an ODR and 2 Alternative Lunch dates.

# **Kenyon Woods Middle School Code of Conduct**

## **Student Disciplinary Referrals**

Students are expected to follow all school rules and regulations while in the building. If a student displays inappropriate behavior, the staff member in charge of the area will attempt to correct the unacceptable behavior. A student may be sent to the office if deemed necessary.

### **Disciplinary Steps:**

**Step 1:** Teachers will handle day--to--day discipline in their classrooms. This may include student conferences, detention and/or parent contacts.

**Step 2:** If an issue cannot be resolved at the classroom level, a teacher will submit a student referral to the office. Further disciplinary action will be taken as warranted.

**Step 3:** Behaviors that persist following implementation of the above steps will warrant additional ISI and/or OSS days. Parents may be requested to attend a parent conference which may include student, teacher, and administrator. Students who are involved in serious or flagrant actions will be immediately referred to the office. Such action may include, but is not limited to: damage to school property, drugs, fighting, smoking, stealing, or swearing.

## **Recognition Programs**

Recognition programs for both seventh and eighth grade students will be held at the end of the school year. The format for each activity will be shared with students throughout the year.

## **Alternative Lunchroom**

Alternative Lunch may be assigned to students who do not follow school rules and policies while in the classroom or the cafeteria. The Alternative Lunchroom is located in a classroom not being used for regular classes and is supervised by a staff member.

### **Rules for Alternative Lunchroom are as follows:**

1. The first time a student is assigned to Alternative Lunch, it is usually for a period of one to five days. Each assignment thereafter may be increased by five day increments.
2. Students report directly to one of the Dean's Assistants in the cafeteria. Students are to be in the cafeteria when the bell rings, or they will be marked tardy. Being tardy will result in an additional day in Alternative Lunch.
3. Only good behavior counts as one day.
4. Students must bring work to do each day and do it after eating or the day will not count.
5. Talking is not allowed while in Alternative Lunch it is a QUIET ZONE.
6. Students who do not behave or do not report to the cafeteria may be assigned ISI or may be assigned additional days in Alternative Lunch.



## **Language**

Language is thought to be an important aspect of the educational process and should be of continuous concern to each of us. At school, only the best and most appropriate language should be used and accepted. Use of inappropriate language will result in disciplinary action.

## **Assignment Notebooks/Planners**

Assignment Notebook/Planners should be carried to each class every day.

## **Cell Phones, Electronic Devices and Games**

Students will not be allowed to use their cell phones during the school day, including during lunch, in the locker room or bathrooms, which is already a practice across most middle schools. These new District-wide middle school guidelines support classroom learning and improved culture and climate efforts for all middle school students in order to minimize distractions and help teachers create and manage a classroom and school environment conducive to learning, discussion and collaboration. It also helps protect students against bullying and/or inappropriate social media use during school hours, which are often exacerbated by cell phone access.

Consistent with our secondary cell phone guidelines overall, students are expected to put their silenced or powered-off cell phone in their locker upon arriving at school, keep it in their backpack, or place it in one of the cell phone holders that are installed in all secondary classrooms to support each student's undivided attention and focus. For schools that have already instituted no cell phone use guidelines school-wide, including during lunch, this is not new and they may continue with their current practices, including discipline procedures. This is solely a reminder or reinforcement.

Since all middle school students are assigned a Chromebook, these devices fill any technological-related need to support learning and eliminate the need for cell phone use for educational purposes. Please note, individual school sites may determine if cell phone use is essential for a specific learning experience, project or activity and adjust the guidelines accordingly for that specific instance.

## **Changing Student Habits**

Students are asked to keep their cell phones put away and out of sight, as well as on silent or off. Our intention is to help students create better habits when in learning environments. If students are unable to keep devices out of sight and silent, teachers may provide a warning and remind/ask their students to put the phone away in their lockers or cell phone holders until the end of the period. If students do not comply and continue to engage in electronic device misuse, progressive discipline procedures will be followed. This may include, but is not limited to, the

following consequences: having the student turn over his/her phone to the main office for parent pick up, or issuance of referrals resulting in detentions and other discipline-related interventions.

### **Expected Outcomes and Benefits:**

- Reduce disruptions and potential distractions by student cell phones
- Provide a tool to help students make better decisions (e.g., cell phone holders)
- Develop better habits for student cell phone use for future workplace or higher education
- Create opportunities to develop positive social skills and relationships among peers in non-instructional settings
- Create a teachable moment, not a discipline situation, while changing the culture and habit of cell phones being used during school time
- Provide a tool for teachers that is easy to use in the classroom (e.g., cell phone holders)
- Eventually diminish the need for cellphone holders

### **Considerations:**

- Report any theft to your administrator. Teachers are not held responsible.
- Cellphone holders can be used during high stakes testing.
- We recognize that some students with an Individualized Educational Program (IEP) plans may require the use of a personal technology device or phone. Please consult the IEP.
- If a student refuses to cooperate, does not keep their phone stored properly or refuses to use the phone holder, and then continues to use the phone during class time/school hours, please submit a discipline referral for Electronic Devices/Cell Phones-Other Behavior. This code will help us continue to track our strengths and weaknesses in this effort.

For those with questions or concerns, please work with your

### **Fights and Spectators at Fights**

Fighting will not be tolerated on the way to or from school. Students who participate in fights will be suspended and/or assigned to In School Intervention (ISI). Voluntary spectators, or those who encourage, contribute to, or cause further disruption during a fight situation will also be subject to disciplinary action.

### **Cheating**

Cheating includes copying the work of another student (homework, tests, etc.); plagiarizing from print, internet or other electronic sources, using “cheat sheets” during a test, and not fulfilling their portion of group work. Cheating will be handled between the issuing teacher and the administration. Both passive and active parties will be held accountable.

### **Possible Consequences**

- Zero for the assignment
- Teacher detention
- Office referral
- Dean's Detention
- Parent conference

### **Some Possible Scenarios**

1. A student copying answers of another student's worksheet.
2. Copying and pasting information from the internet into a report.
3. Typing word for word from a print resource.
4. In a group situation, the student not completing his/her part of the assignment and allowing another group member to do the work to avoid a lower grade.

### **ISI (In School Intervention)**

Students assigned to ISI must bring supplies and materials for the day. This includes books, paper, pencils, pens, and lunch. Students are responsible to request all assignments from teachers and to complete all homework.

### **After School and Evening Activities**

Parents should promptly pick up their students following after--school evening activities. We are sure you realize the importance of our students getting home safely in order for them to get a full night's sleep for the following school day. Please check with your student prior to each activity to be sure of the pick--up time. Students who remain waiting for rides 15 minutes after the conclusion of an activity may be subject to not attending the next extracurricular function. Thank you for your cooperation.

### **To and From School Behavior**

Infringement upon the rights of other students at bus stops, on buses, or walking to and from school may result in assignment to ISI and/or SUSPENSION from school. As there are no sidewalks leading up to our school students may not walk or ride bikes to school due to safety concerns.

### **Policy for Extra--Curricular Activities Participants**

The following policy has been developed and adopted by the faculty. It pertains to extra--curricular activities sponsored by the school.

1. Any student who is assigned to **ISI on the day** of an extracurricular activity **or** who causes problems **on the day** (and has been assigned a day in ISI) **cannot** be a spectator at an extracurricular activity on the day.

2. Any student who is suspended from school (**including In School Intervention or ISI**) may **not participate in any** extracurricular activities (as a performer or spectator) for the duration of the suspension. This policy takes effect on the day of the incident and ends when the student returns to school.
3. If a student misbehaves at an activity, he may not participate at the next activity (i.e. play, dance, skating party, etc.). An administrator will notify the student of this at the time of the incident and prior to the next activity.
4. A student must be in attendance for at least five (5) complete periods on the day of the activity to attend an extracurricular activity (District policy).
5. A student must be picked up within 15 minutes of the end of the activity. After 15 minutes, a warning letter will be mailed home. With the second offense, the student may not attend the next activity.

## **WATER BOTTLE POLICY**

- All drinking fountains have been turned back on throughout the building however, we are recommending students bring a water bottle instead of drinking directly from the fountain.
- The container must contain water and water only. No juice, soda, coffee, or energy drinks.
- The container must have a closable lid of some sort; this can be a screw on lid or a push top.
- It is recommended that all bottles have a straw system so masks can be worn while taking a drink.
- Water bottle must be clear or see-through. Tinted water bottles are allowed as long as the contents of the bottle are visible.
- The student will be responsible to fill the bottle between classes. A student may not leave class to fill a bottle.
- Individual teachers will determine the appropriate use of water bottles and/or the appropriate place to utilize them safely. They will communicate their expectations with their class.